



NHRS Bulletin Board



NEW HAMPSHIRE RETIREMENT SYSTEM

A Newsletter for NHRS Participating Employers

Number 23 • November 2002

NHRS Hires Member Services Director



Former Plymouth Town Administrator Merelise O'Connor has been hired as the Director of Member Services for NHRS. Ms. O'Connor has extensive experience in public administration, having served as Plymouth Town Administrator for eleven

years and Deputy Director of the Governor's Office of Energy and Community Services for the past three and a half years. She was a member of the New Hampshire Municipal Association's Executive Committee from 1989-99, and served on the NHMA's Property Liability Trust Board for nine years, including two as Chairperson. Ms. O'Connor was also active with the NH Municipal Management Association serving as an officer and President.

According to NHRS Executive Director Eric Henry, a major role of the new Member Services Director is to get the agency ready for the expected doubling of retirement eligibility over the next several years. "NHRS is very pleased to have Merelise O'Connor join our team; she is here to assure quality in member services and to help prepare the agency to meet the challenges ahead," Henry declared.

In addition to working to see that the agency's retirement counseling, benefit calculation, and processing systems are ready to meet the demand, O'Connor will be working with the system's 450 public employers to assure that they too will have the services and support they need. She comes to NHRS with an understanding of the budgetary challenges faced by state and local government, and the importance of their commitment to offer pension benefits to their employees. "I am so happy to be working with this dynamic agency which serves those who are teaching our children, fighting fires, protecting our communities and working for the public good throughout our state," O'Connor commented.



Technology Upgrade

The Employer Reporting System (ERS) is a portion of the Technological Excellence for Support and Services (TESS) project, currently in progress at the NHRS. It directly impacts your role as a reporting employer of the NHRS. You may have heard about this project when NHRS surveyed all employers about their current environment and ability to provide data. We would like to thank all those who submitted the survey. NHRS is currently in the process of recording the results of this survey in a database. The results of the questionnaire will be used to group employers by common attributes such as payroll software vendor, size, and other responses of the survey.

What's been going on? Last month the ERS was demonstrated to the Employer Focus Group (EFG). The EFG was selected to ensure that an employer's perspective was given on the implementation of the system.

What's next? Over the next month the ERS Implementation Team plans to work with some of the major payroll software vendors that were identified in the survey. The objective of these meetings is to encourage the development the necessary file format to meet ERS reporting requirements. Through this endeavor, NHRS will reach out to various employers for assistance. In November, we also plan to finalize the data specification to be provided to employers.

Monthly updates will be sent to employers via email. A hard copy will be provided for those without email. The update will provide you with ERS project news and an upcoming schedule. This information will assist you in planning for the reporting changes associated with the ERS.

Questions and Feedback. Throughout this project we encourage your questions and feedback. Merelise O'Connor is facilitating the effort for NHRS, and is available to field your questions at 271-3351 x 257, or moconnor@nhrs.state.nh.us.

TROUBLESHOOTING SECTION

A Message from NHRS Business Administrator,
Gerry Fleury

Prior to the implementation of our new Employer Reporting System, NHRS has been encouraging employers to send their monthly reports by diskette. When we receive monthly reports on paper, we must key all the data in our system. If you have the information on your computer, it makes it much more efficient to send us a disk.

For those who are currently reporting on disk, we request that you send the disks to the NHRS office at 4 Chenell Drive in Concord, rather than sending it to the Lock Box with your monthly remittance check. No paperwork is necessary with either the check or the diskette as long as the diskette label is properly marked. We can obtain the summary and detail data we need from the file or files on the diskette itself and the bank isn't interested in anything other than depositing the check on our behalf.

We don't want to miss an opportunity however, to plead with those of you with Automated Clearinghouse (ACH) capabilities to consider wiring your remittance to our bank instead of mailing a check. That process is more desirable and will go well with electronic transmission capabilities still under development, which will eliminate the need to use diskettes.

Thank you for your cooperation and assistance in this matter. Please remember that our office will provide you with a supply of pre-labeled diskettes and mailer cartons upon request. If you have any questions regarding our reporting programs, please give us a call at:

Routine report submission: Kathy Roberge
(kroberge@nhrs.state.nh.us) 271-3351, x269
Magnetic Media Support: Martha Butterfield
(mbutterfield@nhrs.state.nh.us) 271-3351, x 266

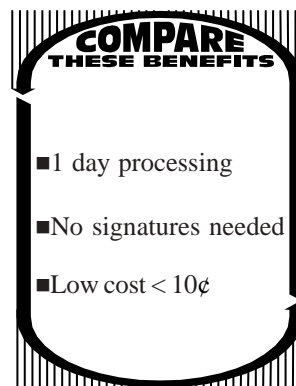
What's New at NHRS?



NHRS now allows members to buy prior withdrawn service in amounts of six months or more. Also, members may now purchase prior service credit with a trustee-to-trustee transfer from a 457 or 403(b) account. The types of service available for this purchase include: prior withdrawn service, temporary/probationary service, service prior to the employer joining NHRS, out-of-state or federal service. Reclassification of Group I to Group II time for Country Correctional Officers is *not* eligible for this provision.

For information on the qualifications and requirements and the forms to request a cost calculation, refer to the NHRS website, www.state.nh.us/retirement.

ACH What is it?



The Automated Clearinghouse (ACH) is the link between your bank and NHRS, when processing your contribution remittance. This is a very secure process, and is used by the IRS for their reporting.

To be able to use ACH, please contact your bank. If you have any questions, please contact Judy Edmunds at 271-3351 x249, or jedmunds@nhrs.state.nh.us.